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FSN-1000 MOTOR VEHICLE OPERATIONS AND MAINTENANCE GROUP

(TL:FSNH-12; 10-20-93)

This group includes all positions the duties of which are to supervise or perform work involved in planning, directing, coordinating, dispatching, operating, and maintaining motor vehicles utilized to provide transportation service to an embassy and associated agencies.

Series included in this group are:

Motor Vehicle Supervisor Series	FSN-1005
Dispatcher Series	FSN-1010
Chauffeur Series	FSN-1015
Motor Vehicle Maintenance Series	FSN-1020

FSN-1005 MOTOR POOL SUPERVISOR SERIES

This series includes all positions the duties of which are to plan, direct, supervise, and coordinate the operation and maintenance of motor vehicles and motor pool personnel to provide efficient transportation service to an embassy and associated agencies. Use of this series is appropriate only at large overseas establishments which operate large fleets of motor vehicles. Lower level positions are concerned only with the operation of motor vehicles, whereas upper level positions also have responsibility for vehicle maintenance.

Positions in this series are responsible for supervising Dispatchers, Chauffeurs, and at upper levels, personnel engaged in supervising or performing vehicle maintenance, but Dispatcher, Chauffeur, Automotive Mechanic, and other vehicle maintenance personnel are not included in this series.

This series includes:

Motor Vehicle Supervisor	FSN-1005-7
Motor Vehicle Supervisor	FSN-1005-6

FSN-1005-7 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Motor Vehicle Operations and Maintenance **SERIES:** Motor Pool Supervisor
TITLE: Motor Pool Supervisor **LEVEL:** FSN-1005-7

BASIC FUNCTION:

Plans, directs, and coordinates the use and maintenance of motor vehicles and the use of motor pool personnel to provide efficient transportation service to an embassy and associated agencies.

MAJOR DUTIES AND RESPONSIBILITIES:

Plans, directs, and coordinates the operation and maintenance of motor vehicles, and the use of motor pool employees. Spot-checks motor pool and reviews records and reports and takes necessary action to maintain and improve efficiency. Establishes priorities for vehicle use, a schedule for accomplishing periodic vehicle maintenance, and employee assignments and work schedules. Coordinates maintenance and dispatching activities to insure maximum availability of vehicles. Conducts or directs driver safety and other training. May establish procedures for self-driven vehicles. Determines, in consultation with Automotive Mechanic Foreman, when contracting of specialized vehicle repairs should be recommended, and when retirement of vehicles should be recommended because of age, high maintenance costs, etc. Prepares reports on various aspects of motor vehicle operations and maintenance. Reviews Dispatcher and Automotive Mechanic Foreman reports on employee performance and takes necessary follow-up action. Exercises second level supervision over 10 to 15 Chauffeurs and Dispatchers and 6 to 10 Automotive Mechanics and other maintenance personnel.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is required; some secondary education is desirable.

EXPERIENCE: Three years of experience, including clerical, dispatcher, chauffeur, automotive maintenance, or other transportation related experience is required.

LANGUAGE: Level 3 English ability (good working knowledge) is required.

KNOWLEDGE: Must have a good knowledge of automotive operation, safety, and maintenance practices.

ABILITIES: Must have local driver's license.

DISTINGUISHING FEATURES:

This is the highest level of work recognized by the Motor Pool Supervisor Series. Motor Pool Supervisor FSN-7 is distinguished from Motor Pool Supervisor FSN-6 by the responsibility for in-house maintenance and major repair of vehicles.

Typically receives general supervision from a higher level position in the General Services Section. Local and agency instructions are clearly applicable and limited in scope. Judgment is exercised in making the best use of equipment and personnel resources, in establishing vehicle use priorities, and in making recommendations as to contracting repairs, retiring vehicles, etc. Exercises second level supervision over 10 to 15 Chauffeurs and Dispatchers and 6 to 10 Automotive Mechanics and other maintenance personnel.

SUPPLEMENTARY NOTES:

This standard is appropriate only at large posts which have sizeable motor vehicle fleets and perform most major repairs in-house. Supervision of larger numbers of employees than indicated would not normally affect the level of the position. At medium and small posts this function may be combined with other functions; such positions should be classified in accordance with the Mixed Position Rule.

FSN-1005-6 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Motor Pool Operations and Maintenance **SERIES:** Motor Pool Supervisor
TITLE: Motor Pool Supervisor **LEVEL:** FSN-1005-6

BASIC FUNCTION:

Plans, directs, and coordinates the use of motor vehicles and chauffeurs to provide efficient transportation service to am embassy and associated agencies.

MAJOR DUTIES AND RESPONSIBILITIES:

Plans, directs, and coordinates motor vehicle operations. Spot-checks motor pool and reviews records and reports and takes necessary action to maintain and improve efficiency of operations. Plans and directs vehicle use and chauffeur assignments, and establishes priorities to govern vehicle use in periods of peak demand for service. Coordinates maintenance and dispatching activities to insure maximum availability of vehicles. Establishes work schedules. Conducts driver safety and other training. Prepares reports on various aspects of motor vehicle operations. Reviews Dispatcher's reports concerning Chauffeur performance and takes such follow-up action as is necessary. Typically supervises 10 to 15 Chauffeurs and Dispatchers.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is required; some secondary education is desirable.

EXPERIENCE: Two to two and one-half years of dispatcher and chauffeur **experience is required.**

LANGUAGE: Level 3 English ability (good working knowledge) is required.

KNOWLEDGE: Must have a general knowledge of automotive maintenance operations and a good knowledge of vehicle operation and safety. Must have local chauffeur's license.

DISTINGUISHING FEATURES:

This is the lower of two levels of work recognized by the Motor Pool Supervisor Series. Motor Pool Supervisor FSN-6 is distinguished from Motor Pool Supervisor FSN-7 by the absence of responsibility for in-house maintenance and major repair of vehicles.

Typically receives general supervision form a higher level position in the General Services Section. Local and agency instructions are clearly applicable and limited in scope. Judgment is exercised in planning, directing, and coordinating use of equipment and personnel resources, and in establishing priorities for vehicle use. Typically supervises 10 to 15 Chauffeurs and Dispatchers.

SUPPLEMENTARY NOTES:

This standard is appropriate only to positions at large posts which have sizeable fleets of motor vehicles. Use of the Motor Pool Supervisor FSN-6 level is not appropriate in organizations which have a Motor Pool Supervisor FSN-7 position. Supervision of a larger number of subordinates than indicated would not normally affect the level of the position. At medium and small posts, this function may be combined with dispatcher or other functions; such position should be classified in accordance with the Mixed Position Rule.

FSN-1010 DISPATCHER SERIES

This series includes all positions the duties of which are to control the use of passenger and cargo motor vehicles to insure efficient transportation service.

The series includes:

Dispatcher	FSN-1010-4

FSN-1010-4 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Motor Vehicle Operations and Maintenance **SERIES:** Dispatcher
TITLE: Dispatcher **LEVEL:** FSN-1010-4

BASIC FUNCTION:

Controls motor vehicle use to provide efficient transportation service to the embassy/post.

MAJOR DUTIES AND RESPONSIBILITIES:

Performs motor vehicle dispatching duties. Receives telephones and written requests for scheduled, assigned, and as-needed transportation service, and dispatches chauffeurs and vehicles to meet these requests, utilizing priorities established by supervisor as necessary. Instructs chauffeurs as to the details of their assignments, and inspects their appearance and that of their vehicles. Initiates trip reports and checks the completed reports turned in by chauffeurs. Maintains records and prepares reports on vehicle operations. Advises supervisor concerning chauffeurs' performance. Insures that vehicles are sent to the garage for periodic maintenance in accordance with established maintenance schedule. May operate motor vehicles.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is required; some secondary education is desirable.

EXPERIENCE: One to one and one-half years of dispatcher or related experience (including chauffeur experience) is require

LANGUAGE: Level 3 English ability (good working knowledge) is required.

KNOWLEDGE: Must have a good knowledge of automotive vehicle operation and safety and a general knowledge of automotive maintenance. Must have local driver's license.

ABILITY: Must have ability to organize trip and work schedules. Must be able to negotiate effectively conflicting desires or requests from chauffeurs for changes in trip or work schedules.

DISTINGUISHING FEATURES:

Typically receives general supervision from a Motor Pool Supervisor. Local and agency instructions are clearly applicable and limited in scope. Judgment is utilized in making best use of available equipment and personnel, considering demands for service, established priorities, traffic conditions, the maintenance schedule, and other factors. Dispatcher must be able to deal calmly and effectively with all levels of people, often in controversial situations. The Dispatcher performs most of the functions of a first level supervisor, assigning work, reviewing results, and reporting on performance.

SUPPLEMENTARY NOTES:

This is the only level of work in the Dispatcher Series, and this standard is appropriate to Dispatcher positions at large posts. In medium and small posts, the Dispatcher function may be combined with other duties; such positions should be classified in accordance with the Mixed Position Rule.

FSN-1015 CHAUFFEUR/MOTOR VEHICLE OPERATOR SERIES

This series includes all positions the duties of which are to drive motor vehicles to transport passengers or cargo.

This series includes:

Chauffeur	FSN-1015-4
Chauffeur	FSN-1015-3

Although FSN-3 is the lowest level described in the Chauffeur Series, some posts may wish to establish Chauffeur positions at the FSN-2 level for newly hired employees who are unfamiliar with the operations of the embassy and/or associated agencies and who may also be inexperienced in American business customs or methods. If Chauffeur positions at this level are established, they should be considered to be in the nature of training positions an incumbents normally should be promoted to the FSN-3 level by the end of one year of service.

This series also includes:

Truck Driver	FSN-1015-4
Truck Driver	FSN-1015-3

As in the case of chauffeur positions, Truck Driver Training positions at FSN-2 level may be established if a post requires such positions.

There are also a few heavy duty fork lift operator positions in the FSN Personnel System. Such work may be full-time or may be combined with medium to heavy truck driving responsibilities. The following titles in this series will be used for such positions:

Heavy Duty Fork Lift Operator	FSN-1015-4
Heavy Duty Fork Lift Operator/ Truck Driver	FSN-1015-4

FSN-1015-4 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP:	Motor Vehicle Operations and Maintenance	**SERIES:**	Chauffeur/Motor Vehicle Operator
TITLE:	Chauffeur (or Truck Driver) or Heavy Duty Fork Lift Operator	**LEVEL:**	FSN-1015-4

BASIC FUNCTION:

Operation of motor vehicles to transport passengers or cargo.

MAJOR DUTIES AND RESPONSIBILITIES

As Chauffeur:

Operates a passenger vehicle to transport the Ambassador, the Deputy Chief of Mission, the Consul General, the head of a large associated agency mission, or VIP visitors within the city and surrounding area. Keeps vehicle in clean and serviceable condition an performs minor preventative maintenance. May serve as a special messenger in delivering documents or invitations or in carrying out various other important errands for the official to whom assigned. May provide guide services to VIP visitors, pointing out and describing places of historical or current interests. May function as a pool chauffeur for a portion of the time.

As Truck Driver:

Operates a medium size or large truck, with some manual or leader-role duties involved in loading and unloading the vehicle driven.

As Heavy Duty Fork Lift Operator:

Operates such equipment and various related materials handling equipment (including medium size and/or large trucks) in the movement of cargo in hazardous, heavy physical demand settings such as port docks.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is desirable.

EXPERIENCE: One to one and one-half years of chauffeur or other appropriate driving experience is required, of which at least one year must have been in a U.S. Government agency.

LANGUAGE: Level 3 English ability (good working knowledge) is required.

KNOWLEDGE: Must be familiar with local traffic laws and area traffic patterns.

ABILITY: Must have a local driver's license appropriate to vehicle(s) operated.

DISTINGUISHING FEATURES:

This is the highest level of work authorized by the Chauffeur/Motor Vehicle Operator Series. Chauffeurs at this level are distinguished from positions at the Chauffeur FSN-3 level by assignment to the Ambassador, the Deputy Chief of Mission, the Consul General, the head of a large associated agency mission, or VIP visitors and by actually driving that official or VIP visitors for the majority of time.

Drivers of other types of motor vehicles at this level are distinguished from similar positions at FSN-3 level by assignment to drive a medium size or large size truck, and/or a heavy fork-lift.

Typically, Chauffeurs FSN-4 are responsible directly to the official to whom assigned, but do receive certain instructions from the Dispatcher or the Motor Pool Supervisor. Truck Drivers FSN-4 may be assigned to a program supervisor (e.g., the General Services Officer), but can also receive certain instructions from the Dispatcher or the Motor Pool Supervisor. Instructions are clear-cut and easily understood. Judgment is exercised in selecting the fastest and safest routes under prevailing circumstances.

Duties of Chauffeur required the ability to deal with high level officials in a relaxed and competent manner.

SUPPLEMENTARY NOTES:

To warrant classification as Chauffeur FSN-4., the position must involve actually driving (not merely being assigned to) the Ambassador or no less than the head of a LARGE associated agency mission, or VIP visitors for the majority of the time. Even at VERY LARGE posts, only a very small number of FSN-4 Chauffeur positions could be justified. Also, Chauffeurs who drive one of the indicated officials for lesser periods of time (as in the case of a regular pool Chauffeur who substitutes for the FSN-4 Chauffeur) should be classified as Chauffeur FSN-3.

To warrant classification as Truck Driver FSN-4, the position must involve the operation of a medium size or large size truck for at least sixty per cent (60%) of the time. Such positions should be titled Truck Driver. Drivers of small (light) trucks, pickups, or delivery vans will be classified as Truck Driver FSN-3.

To warrant classification as Heavy Duty Fork Lift Operator FSN-4 in this series, the position must involve the operation of heavy fork lifts in moving large containerized shipments, heavy machinery, vehicles, etc., under hazardous conditions such as from ships to adjacent docks. Positions in post warehouse settings with some work involving the operation of light duty type fork lifts and other materials handling equipment to move materials within the warehouse will be classified under standard for Warehouseman, FSN-805-2 (See Chapter 3 FAH-2 H-400 Appendix J).

Special Note: This standard also applies to positions of drivers of fully or partly armored passenger vehicles for key officials other than the chief of mission.

FSN-1015-3 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Motor Vehicle Operations and Maintenance **SERIES:** Chauffeur
TITLE: Chauffeur **LEVEL:** FSN-1015-3

BASIC FUNCTION:

Operation of motor vehicles to transport passengers or cargo.

MAJOR DUTIES AND RESPONSIBILITIES:

Operates a passenger motor vehicle in accordance with Dispatcher's instructions to transport embassy and/or associated agency personnel and official visitors within the city and surrounding area. Maintains vehicle in clean and serviceable condition and performs minor maintenance of a preventative nature. Completes trip tickets or other daily vehicle records. May be assigned to drive the head of an associated agency or VIP visitors for a portion of the time. May deliver documents. May operate a small bus or carryall on a regular run one or more times a day. May drive pickup or light trucks to deliver materials an equipment.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is desirable.

EXPERIENCE: Six months of chauffeur experience is desirable, and ordinarily required.

LANGUAGE: Level 2 English ability (limited) is required.

KNOWLEDGE: Must be familiar with local traffic laws and area traffic patterns.

ABILITIES: Must have local driver's license appropriate to type of vehicle operated.

DISTINGUISHING FEATURES:

This is the lower of two levels of chauffeur work recognized by the Chauffeur Series. This level is distinguished from Chauffeur FSN-4 by performance of pool chauffeur duties for a majority of the time; however, Chauffeurs at this level may drive the head of an associated agency for a minor part of the time, and may occasionally drive VIP visitors. Chauffeurs FSN receive definite and easily understood instructions from Dispatcher. Must exercise judgment in selecting routes in order to make best use of time, particularly during rush traffic periods.

SUPPLEMENTARY NOTES:

Chauffeurs FSN-3 who are assigned to drive the head of an associated agency or VIP visitors do so for less than a majority of the time.

FSN-1020 MOTOR VEHICLE MAINTENANCE SERIES

This series includes all positions the duties of which are to supervise or perform maintenance and repair work on motor vehicles.

This series includes:

Automotive Mechanic Foreman	FSN-1020-6
Automotive Mechanic Foreman	FSN-1020-5
Automotive Mechanic (Body And Fender)	FSN-1020-4
Automotive Mechanic	FSN-1020-4
Automotive Mechanic	FSN-1020-3
Motor Vehicle Serviceman	FSN-1020-2

FSN-1020-6 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Motor Vehicle Operations and Maintenance **SERIES:** Motor Vehicle Maintenance

TITLE: Automotive Mechanic Foreman **LEVEL:** FSN-1020-6

BASIC FUNCTION:

Supervision of the maintenance and repair of motor vehicles.

MAJOR DUTIES AND RESPONSIBILITIES:

Supervises a work force of 8 to 15 skilled and semi-skilled employees engaged in the maintenance and repair of motor vehicles at a large embassy/post. Inspects damaged or malfunctioning vehicles to determine the nature and extent of repairs needed and to develop shop repair orders. Develops priorities of a maintenance schedule for embassy/post vehicles. Provides guidance to subordinates by explaining and interpreting blueprints, technical directives, and guides pertaining to specific repair and maintenance tasks, and gives instruction on specific repairs as needed. Provide on-the-job training in trades and crafts skills, ship practices, ship safety, etc., and assures that needed tools equipment, parts, and materials are available. Inspects work in progress and upon completion for adequacy. Maintains records and prepares reports on various aspects of maintenance and repair, including labor and material costs, materials used, etc. Recommends contracting of specialized repairs when this would be efficient. Accomplishes all typical first level supervisory functions.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is desirable; completion of vocational training or apprenticeship recognized as producing journeyman automotive mechanic skills, or equivalent experience, is required.

EXPERIENCE: Two years of journeyman automotive mechanic experience, plus one year of supervisory automotive mechanic experience, is required.

LANGUAGE: Level 3 English ability (good working knowledge) is required.

KNOWLEDGE: Must have journeyman automotive mechanic trade knowledges.

SKILLS: Must have local driver’s license.

DISTINGUISHING FEATURES:

This is the higher of two levels of Automotive Mechanic Foreman work recognized in the Motor Vehicle Series. It is distinguished from positions at the Automotive Mechanic Foreman FSN-5 level by supervision for a large maintenance force of skilled and semi-skilled employees, some of whom perform major overhauls and highly skilled repair work.

Typically, the Automotive Mechanic Foreman FSN-6 receives general supervision from the Motor Pool Supervisor or from a higher level position in the General Service Section. Departmental instructions are clearly applicable and limited in scope, as are local instructions. Judgment is exercised in making best use of available shop time and personnel resources, determining vehicle repair priorities, and in recommending retirement of vehicles and contracting of specialized repairs. Supervises 8 to 15 employees.

SUPPLEMENTARY NOTES:

This standard is appropriate only for large posts having a sizeable motor vehicle fleet, and performing most major repairs in-house. Supervision of larger numbers of subordinates than indicated would not normally affect the level of the position.

FSN-1020-5 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Motor Vehicle Operations and Maintenance **SERIES:** Motor Vehicle Maintenance

TITLE: Automotive Mechanic Foreman **LEVEL:** FSN-1020-5

BASIC FUNCTION:

Working supervision of the maintenance and repair of motor vehicles.

MAJOR DUTIES AND RESPONSIBILITIES:

As a working supervisor directs a workforce of 3 to 6 employees engaged in the maintenance and repair of motor vehicles, and personally performs skilled or specialized repair work. Inspects damaged or malfunctioning vehicles to determine nature and extent of repairs needed, and to develop shop repair orders. Participates in the development of a maintenance schedule for embassy/post vehicles. Explains and interprets blueprints and other guides and directives and gives on-the-job instruction on specific repairs to subordinates as needed. Assures that needed tools, equipment, parts, and materials are available. Inspects work in progress and upon completion to assure adequacy. Maintains records an prepares on various aspects of maintenance and repair, including labor and material costs, material used, etc.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is desirable; completion of vocational training or apprenticeship recognized as producing journeyman level automotive mechanic skills, or equivalent experience is required.

EXPERIENCE: Two years journeyman automotive mechanic experience, including some supervisory experience, is required.

LANGUAGE: Level 2 English ability (limited) is required.

KNOWLEDGE: Must have journeyman automotive mechanic trade knowledge.

SKILLS: Must have local driver’s license.

DISTINGUISHING FEATURES:

This is the lower of two levels of Automotive Mechanic Foremen work recognized in the Motor Vehicle Maintenance Series. It is distinguished from positions at the Automotive Mechanic Foreman FSN-6 level by working level supervision of a small maintenance force, and personal performance of journeyman level, skilled automotive mechanic repair work.

Typically, the Automotive Mechanic Foreman FSN-5 receives general supervision from the Motor Pool Supervisor. Departmental instructions (6 FAM 236.4) are clearly applicable and limited in scope, as are local instructions. Judgment is exercised in making best use of available shop time and personnel resources. Provides on-the-job working leader type supervision but typically does not make final decisions on the personnel administration aspects of supervision.

SUPPLEMENTARY NOTES:

Automotive Mechanic Foremen FSN-5 positions are appropriate at posts with moderate numbers of motor vehicles, perhaps 15 to 25, or at posts where some of the major repairs are contracted.

FSN-1020-4 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP:	Motor Vehicle Operations and Maintenance	**SERIES:**	Motor Vehicle Maintenance
TITLE:	Automotive Mechanic	**LEVEL:**	FSN-1020-4

BASIC FUNCTION:

Journeyman mechanic level major and minor overhaul and repair work on motor vehicles.

MAJOR DUTIES AND RESPONSIBILITIES:

Examines shop repair order or performs diagnostic tests to determine nature and extent of repair work necessary. Performs major and minor overhauls and repair work to engines, transmissions, brake systems, springs, shock absorbers, steering mechanisms, electrical, fuel and hydraulic systems, wheel assemblies, and other vehicle components. Uses all typical tools and equipment of the trade, including testing an analysis equipment. Adjusts or replaces malfunctioning or defective parts as appropriate. May machine parts, using engine lathe or other metal working power tools. May specialize in a particular area, such as automotive electrical systems, automatic transmissions, engine repair, etc. May direct the work of a lower level employee assigned to assist. At small posts may also change oil, lubricate, and perform other minor maintenance work.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is desirable; completion of vocational training or apprenticeship recognized as producing journeyman mechanic skills, or equivalent experience, is required.

EXPERIENCE: One year of journeyman automotive mechanic experience is required.

LANGUAGE: Level 1 English ability (rudimentary) is all that is required.

KNOWLEDGE: Must have full journeyman automotive mechanic trade knowledge.

SKILLS: Must have local driver’s license.

DISTINGUISHING FEATURES:

Together with the standard for Automotive Mechanic (Body and Fender) this standard depicts the highest non-supervisory level recognized in the Motor Vehicle Maintenance Series. This level is distinguished from positions at the Automotive Mechanic FSN-3 level by the performance of major overhauls and the most skilled and difficult repair work, both of which require full journeyman automotive mechanic skills.

Receives general supervision from Automotive Mechanic Foreman FSN-5 or another supervisor. Guidelines are provided by directly applicable supervisory instructions and by established trade practices. Exercises judgment in diagnosing extent and nature of repair work needed, and in determining whether parts require replacement.

FSN-1020-4 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Motor Vehicle Operations and Maintenance **SERIES:** Motor Vehicle Maintenance

TITLE: Automotive Mechanic (Body and Fender) **LEVEL:** FSN-1020-4

BASIC FUNCTION:

Body and fender repair work on motor vehicles.

MAJOR DUTIES AND RESPONSIBILITIES:

Repairs and replaces metal vehicle parts, such as bodies, doors, fenders, bumpers, radiator shells, mufflers, exhaust pipes, and frames. Disassembles body parts as necessary and replaces or repairs by removing dents, dimples, and creases. Straightens and aligns frames. Replaces mufflers, exhaust pipes, and other parts as necessary. Fabricates parts from sheet steel, making layouts from blueprints or templates, cutting materials with cutting torch, and assembling, fastening, and fitting parts together. Repairs broken or torn metal parts by welding. Grinds and sands body and fender parts and surfaces smooth and performs other necessary work to prepare for painting. May repaint repaired areas of vehicles, carefully matching color of undamaged areas. Uses all hand and power tools and equipment of the trade, including air hammers, arc and oxy-acetylene welding and cutting equipment, hydraulic straightening and bending equipment, and spray painting equipment.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is desirable; completion of vocational training of apprenticeship recognized as producing journeyman automotive mechanic (body and fender) skills, or equivalent experience is required.

EXPERIENCE: One year of journeyman level automotive mechanic (body and fender) experience is required.

LANGUAGE: Level 1 English ability (rudimentary) is all that is required.

KNOWLEDGE: Must have journeyman automotive mechanic (body and fender) trade knowledge.

SKILLS: Must possess local driver’s license.

DISTINGUISHING FEATURES:

This is the only level of Automotive Mechanic (Body and Fender) recognized. Together with the standard for Automotive Mechanic FSN-4 this standard depicts the highest non-supervisory level recognized in the Motor Vehicle Maintenance Series, and involves performance of full journeyman level body and fender repair work.

Receives general supervision from Automotive Mechanic Foreman FSN-5 or another supervisor. Guidelines are provided by supervisory instructions as to results desired and allowable costs, and established trade practices. Exercises judgment in determining if a body or fender section, frame, etc., is repairable or must be replaced.

FSN-1020-3 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP: Motor Vehicle Operations and Maintenance **SERIES:** Motor Vehicle Maintenance

TITLE: Automotive Mechanic **LEVEL:** FSN-1020-3

BASIC FUNCTION:

Motor vehicle maintenance and repair work of less than full journeyman mechanic skill level.

MAJOR DUTIES AND RESPONSIBILITIES:

Examines shop order to determine nature and extent of maintenance or repair work specified, or receives instructions from shop supervisor. Adjusts brakes, steering mechanisms, clutches, carburetors, and ignition systems. Disassembles relatively simple and easily accessible engine and other components, and replaces defective parts, such as filters, washers, carburetor components, hoses, fuel pumps, spark plugs, points, shock absorbers, etc. May change engine oil and lubricate vehicles. May change and repair tires. Uses hand tools and equipment of the automotive mechanic trade.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is desirable.

EXPERIENCE: A minimum of one year of experience in automotive maintenance and minor repair work, or equivalent vocational training is required.

LANGUAGE: Level 1 English ability (rudimentary) is all that is required.

KNOWLEDGE: Must have good general knowledge of motor vehicle maintenance and simple repair work.

SKILLS: Must have local driver's license.

DISTINGUISHING FEATURES:

This is the lower of two levels of automotive mechanic work recognized by the Motor Vehicle Maintenance Series. This level is distinguished from the Automotive Mechanic FSN-4 level by the performance of less than full journeyman skill level work and by receiving considerable supervisory assistance and directions. The employee receives supervision from the shop supervisor, who assigns duties and inspects work in progress and upon completion. Guidelines are provided by directly applicable supervisory instructions and by established shop practices. Exercises a

limited degree of judgment in determining whether parts require replacement.

FSN-1020-2 INTERAGENCY POSITION CLASSIFICATION STANDARDS

GROUP:	Motor Vehicle Operations and Maintenance	**SERIES:**	Motor Vehicle Maintenance
TITLE:	Motor Vehicle Serviceman	**LEVEL:**	FSN-1020-2

BASIC FUNCTION:

Routine servicing and maintenance of motor vehicles.

MAJOR DUTIES AND RESPONSIBILITIES:

Lubricates vehicle chassis and bodies, using hand or compressed air-grease guns and oil sprays. Drains and refills crankcase, differential, and transmission reservoirs. Drains, flushes and refills, or adds water and anti-freeze to radiators. Adds water or acid to batteries and charges as necessary. Checks air and oil filters, fan belts, etc., and replaces as necessary. Changes and repairs tires. May wash or steam clean vehicles. May fill vehicle tanks with gasoline. May assist Automotive Mechanics by bringing tools and materials to the job site, by prepositioning parts and holding tools, or by performing simple assembly and disassembly operations under direction.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of elementary school is desirable.

LANGUAGE: Level 1 English ability (rudimentary) is all that is required.

KNOWLEDGE: Must have, or be able to quickly acquire, a general knowledge of motor vehicle servicing operations.

SKILLS: Must have a local driver's license.

DISTINGUISHING FEATURES:

This is the lowest level of work recognized by the Motor Vehicle Maintenance Series. This level is distinguished from other levels of motor vehicle maintenance work by the performance of routine servicing work under technical direction. Supervision is usually received from a higher level worker who provides clearly applicable instructions as to work to be performed, and reviews completed work. The employee may make simple judgments as to whether oil filters, fan belts, etc., require replacement.